



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, November 21, 2006
Rochester Hills-Conference Rm. #1
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Brantley, Clarence
Baughman, Jessica
Cham, Kathleen
Dunshee, Dave
McCauley, Terry
Pitts, Gail
Ston, Mary

Absent

Cherewick, Daniel
Harris, Gheretta
Ingram, Anthony
Mathews, Carla
Rush, Catherine

I. Presentations/Special Guests – None

II. Meeting Focus Item – Review of 2006-07 Suggestions for Reducing Cost or Increasing Revenue: - The Council finished reviewing the remaining items. **ACTION:** The list will be updated with changes and sent to all Council members for a final review.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The August 15, 2006 minutes were approved.
- 1.2 College Creation of Student E-mail Accounts – Dave Dunshee stated that a survey had been done and 85% of OCC students already have an e-mail account. He stated that there is a place in Web-Advisor where you can state where you have an e-mail account. The Council had a lengthy discussion on the issue and it appears there is rationale to support identifying strategies for electronically communicating with students. **ACTION:** Dave Dunshee will do some more research and come back to CASC with a presentation on strategies for electronically communicating to students.
- 1.3 On-Line Application- Dave Dunshee stated that a Board item was recently passed to go forward with Active Apply(a subsidiary of Datatel).**ACTION:** Carla, Dave and other appropriate staff will work on a target timeline for implementation. CASC will be kept updated on this issue
- 1.4 Student ID Cards - This topic was discussed in some detail raising some questions such as: 1) Does the College feel a need to provide ID cards, 2) What resources does the College want to put forth, 3) What is the purpose for which the card would be issued (functions), and 4) What benefits/value do the students get from having an ID card. **ACTION:** Carla Mathews and Gheretta will do research on Pros and Cons and report back to CASC. Tabled until the next CASC meeting.

- 1.5 ID for Adjuncts – This item was added to agenda based on information and requests for further consideration from college community. **ACTION:** Terry McCauley will get feedback from Sergeants at Royal Oak and Campus President and report back to CASC.

Discussion/Report Items

- 2.1 Electronic Communication for Students (Kiosk) – Nothing new to report. **ACTION:** Mr. Brantley will endeavor to meet with Carla Mathews to discuss reactivating this subcommittee and starting on the review of this issue. He will report back to CASC.
- 2.2 Business Continuity Plan – Terry McCauley stated that the committee is still ongoing but the emphasis the last few months has been on the development and publication of the Public Safety and Environments Health and Safety Newsletter. He distributed a copy of the 1st publication. He further stated that the pandemic issue will be incorporated into the plan and that Michael Schmidt will participate in a Bird Flu Forum to be held on December 11th at Orchard Ridge. Terry will provide periodic updates to CASC on the progress.
- 2.3 Pandemic Issues – How To Address - Terry McCauley stated that the pandemic issue will be incorporated into the BCP and that Michael Schmidt has gone to several seminars on pandemic issues and will participate in a Bird Flu Forum to be held on December 11th at Orchard Ridge. Terry will provide periodic updates to CASC on the progress.
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Item was Tabled until next meeting **ACTION:** Cathy Rush will finalize a formal procedure, reformat and bring back to CASC for their review.
- 2.5 Document Imaging - Dave Dunshee stated that a multi-part RFP has been developed with emphasis on student record back log. The results were that 3 vendors had responded. The RFP will be refined further. **ACTION:** There will be another meeting within the next week. He further stated that going forward the focus will be to have a system to improve service and efficiency to speed up responses to student requests. The focus not is for preserving current information. Dave Dunshee will provide CASC with monthly updates.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update. **ACTION:** Cathy Rush will provide the “draft” document for CASC’s review.
- 3.2 Budget Update – C. Brantley stated that he, Jessica Baughman and Gail Pitts are working on preliminary budget for presentation to the Board of Trustees in December. With the economic decline in the State , all schools have been asked by the MCCA to prepare for an Executive Order reduction in state funding by the Governor(possibly as much as 5%). 5% would cut approximately \$900,000.00 for OCC. Reductions would be looked at based on how the budget is split (80% personnel and 20% from other). He further stated that the Single Business Tax goes away in December, 2007. **ACTION:** He will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No activity. This issue was raised seeking guidance regarding the faculty’s request to copy, package and sell materials to students in the bookstores. **ACTION:** This issue will be pursued from a course packet focus. Gheretta will be asked to spearhead this initiative by going back and reviewing past documentation in an attempt to develop a procedure to provide some clear direction for the duplicating, bookstore staff as to what requests can be accepted and what authorization is needed.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that registration went “OK” slightly slower. They are moving to Release 18 from Datatel and that patches are coming up to be done in mid-January. Preparation in place to keep systems operating on own during implementation of Release 18. He will keep CASC updated.
Health and Safety Update – Terry McCauley stated that everything was covered in items 2.2 and 2.3.
- 4.2 ID’s for Adjuncts – Nothing new to report. This item will be taken off the agenda temporarily. **ACTION:** Gheretta will look at exploring options for combining this function with the copy cards. She will provide CASC with an update.
- 4.3 College-Wide Food Service Committee(incorrectly stated at 4.4 on agenda) – Mr. Brantley stated that he and Gheretta Harris had met and that she is in the process of doing study going over data, demographics and what other businesses are in the general vicinity. Also, she will be developing a RFP to gather information from outside vendors in order to solidifying the required deliverables. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Items for CASC e-mail communication- Nothing to send out to college community.

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Jackie Boughner